USER MANUAL

For

Examination cum Enrollment Registration

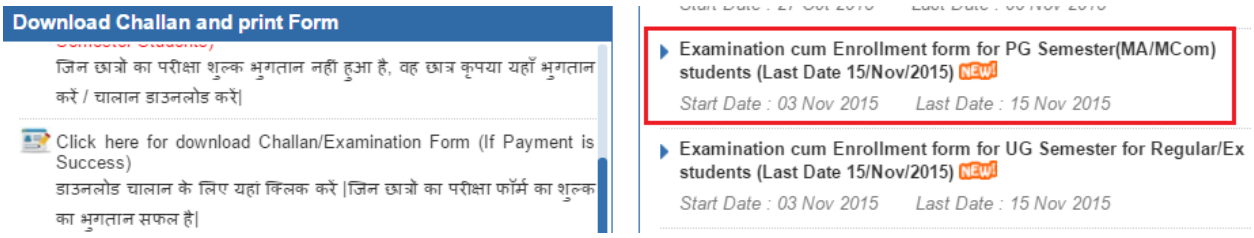
(PG SEMESTER)

NOV, 2015

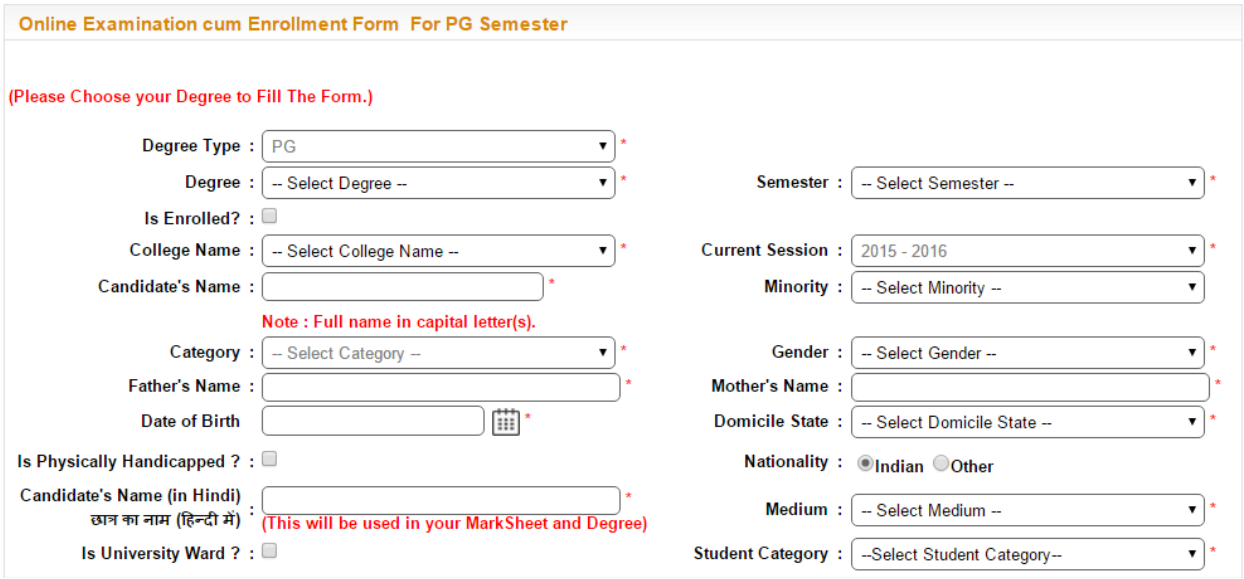
CONFIDENTIAL – RESTRICTED ACCESS

This document is subject to a Non-Disclosure Agreement. It contains confidential and proprietary information and is to be distributed, routed, or made available solely to authorized persons having a need to know. If you are not an authorized person, you are hereby notified that any review, dissemination or copying of this document, or the information contained herein is prohibited.

Step 1- Click on "Examination cum Enrollment form for PG Semester (MA/MCom) Students" link to fill examination form.


Download Challan and print Form
जिन छात्रों का परीक्षा शुल्क भुगतान नहीं हुआ है, वह छात्र कृपया यहाँ भुगतान करें / चालान डाउनलोड करें|
Click here for download Challan/Examination Form (If Payment is Success)
डाउनलोड चालान के लिए यहां क्लिक करें |जिन छात्रों का परीक्षा फॉर्म का शुल्क का भुगतान सफल है|
Examination cum Enrollment form for PG Semester(MA/MCom) students (Last Date 15/Nov/2015) NEW!
Start Date : 03 Nov 2015 Last Date : 15 Nov 2015
Examination cum Enrollment form for UG Semester for Regular/Ex students (Last Date 15/Nov/2015) NEW!
Start Date : 03 Nov 2015 Last Date : 15 Nov 2015

Step 3 – Fill the examination form.


Online Examination cum Enrollment Form For PG Semester
(Please Choose your Degree to Fill The Form.)
Degree Type : PG
Degree : -- Select Degree --
Is Enrolled? :
College Name : -- Select College Name --
Candidate's Name :
Note : Full name in capital letter(s).
Category : -- Select Category --
Father's Name :
Date of Birth
Is Physically Handicapped ? :
Candidate's Name (in Hindi) छात्र का नाम (हिन्दी में) :
(This will be used in your MarkSheet and Degree)
Is University Ward ? :
Semester : -- Select Semester --
Current Session : 2015 - 2016
Minority : -- Select Minority --
Gender : -- Select Gender --
Mother's Name :
Domicile State : -- Select Domicile State --
Nationality : Indian Other
Medium : -- Select Medium --
Student Category : --Select Student Category--

1. **Degree Type - PG**
2. Select the **Degree**
3. Select the **Degree** in which student wants to enroll
4. Select the **semester (**Student have to select his/her current semester**)**

This document is subject to a Non-Disclosure Agreement. It contains confidential and proprietary information and is to be distributed, routed, or made available solely to authorized persons having a need to know. If you are not an authorized person, you are hereby notified that any review, dissemination or copying of this document, or the information contained herein is prohibited.

5. Check **Is Enrolled** and Enter **Enrollment No.** in Enrollment No. field. (if student is already enrolled in **MLSU**)
6. Select the **College name** in which student going to take admission
7. Enter the name in **Candidate Name** field.
8. Select the **Gender.**
9. Select the **MINORITY** with YES or NO option.
10. Select **Category – Student** have to select the his/her category(**REGULAR/Ex-Student**)
11. Enter father name in **Father's Name** field.
12. Enter mother name in **Mother's Name** field.
13. Select **Date of Birth** from the given calendar.
14. Select the **Domicile State.**
15. Physically Handicapped student check "**Is physically handicapped?**"
    NOTE: Check this box if required.
16. Select the **Nationality.**
17. Enter the name in English in **Student's Name (in Hindi)** field.
    Note: Name would convert automatically in Hindi.
18. Select the **Medium.**
19. University ward student check **Is University Ward.**
20. Select the caste category.

21. **Correspondence Address Details**

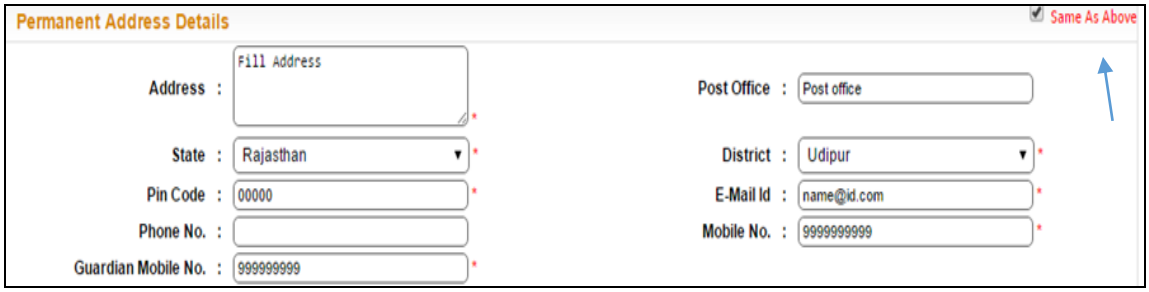
(i) Enter correspondence **Address**.
(ii) Enter **Post Office.**
(iii) Select **State.**
(iv) Select **District.**
(v) Enter **Pin Code.**
(vi) Enter **Email ID.**

This document is subject to a Non-Disclosure Agreement. It contains confidential and proprietary information and is to be distributed, routed, or made available solely to authorized persons having a need to know. If you are not an authorized person, you are hereby notified that any review, dissemination or copying of this document, or the information contained herein is prohibited.

(vii) Enter **Phone No.**
(viii) Enter **Mobile No.**
(ix) Enter **Guardian Mobile No.**

Note: If Correspondence and Permanent Address details are same then Student can mark **'Same as Above'** checkbox. Correspondence Address will be auto filled in Permanent Address Details.

22. **Permanent Address Details**



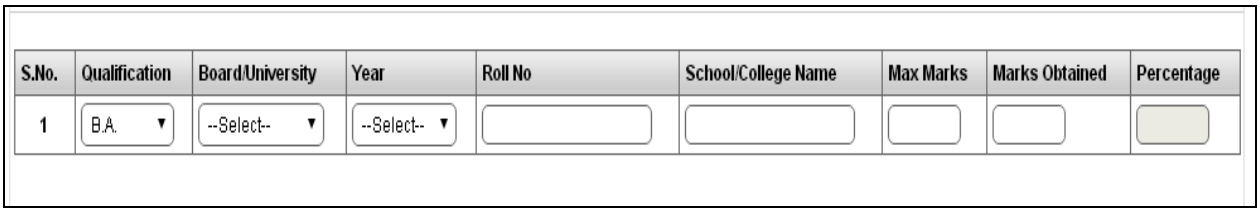
(i) Enter permanent **Address**.
(ii) Enter **Post Office.**
(iii) Select **State.**
(iv) Select **District.**
(v) Enter **Pin Code.**
(vi) Enter **Email ID.**
(vii) Enter **Phone No.**
(viii) Enter **Mobile No.**
(ix) Enter **Guardian Mobile No.**

- **Details of Last Qualifying Exam Passed:**

(i) Select **Qualification.**
(ii) Select **Board/University.**
(iii) Select **Year.**
(iv) Enter **Roll No.**
(v) Enter **School/College Name.**
(vi) Enter **Max. Marks.**
(vii) Enter **Marks Obtained.**

This document is subject to a Non-Disclosure Agreement. It contains confidential and proprietary information and is to be distributed, routed, or made available solely to authorized persons having a need to know. If you are not an authorized person, you are hereby notified that any review, dissemination or copying of this document, or the information contained herein is prohibited.

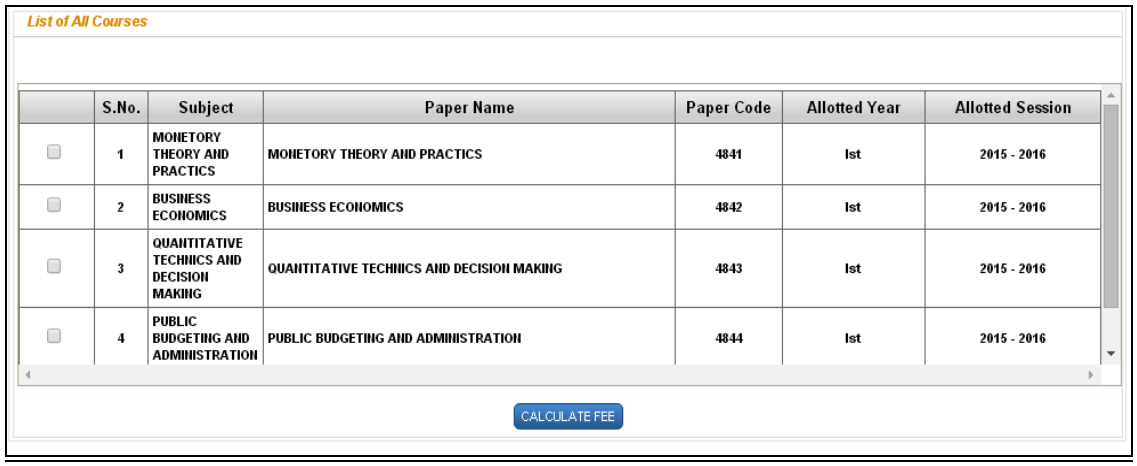
Note: Percentage will be auto calculated according to Max Marks and Obtained Marks detail.



S.No.	Qualification	Board/University	Year	Roll No	School/College Name	Max Marks	Marks Obtained	Percentage
1	B.A.	--Select--	--Select--					

- **List of All Courses:** Student have to verify their subjects

  Click on **Calculate Fee** button – Examination Form Fee Structure will be display in the page.



List of All Courses

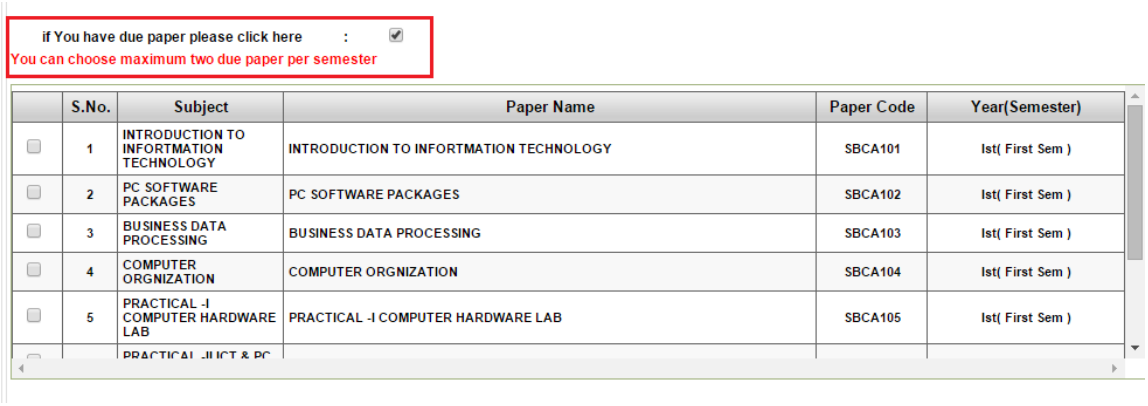
	S.No.	Subject	Paper Name	Paper Code	Allotted Year	Allotted Session
☐	1	MONETORY THEORY AND PRACTICS	MONETORY THEORY AND PRACTICS	4841	Ist	2015 - 2016
☐	2	BUSINESS ECONOMICS	BUSINESS ECONOMICS	4842	Ist	2015 - 2016
☐	3	QUANTITATIVE TECHNICS AND DECISION MAKING	QUANTITATIVE TECHNICS AND DECISION MAKING	4843	Ist	2015 - 2016
☐	4	PUBLIC BUDGETING AND ADMINISTRATION	PUBLIC BUDGETING AND ADMINISTRATION	4844	Ist	2015 - 2016

CALCULATE FEE

This document is subject to a Non-Disclosure Agreement. It contains confidential and proprietary information and is to be distributed, routed, or made available solely to authorized persons having a need to know. If you are not an authorized person, you are hereby notified that any review, dissemination or copying of this document, or the information contained herein is prohibited.

- **Select Due papers**

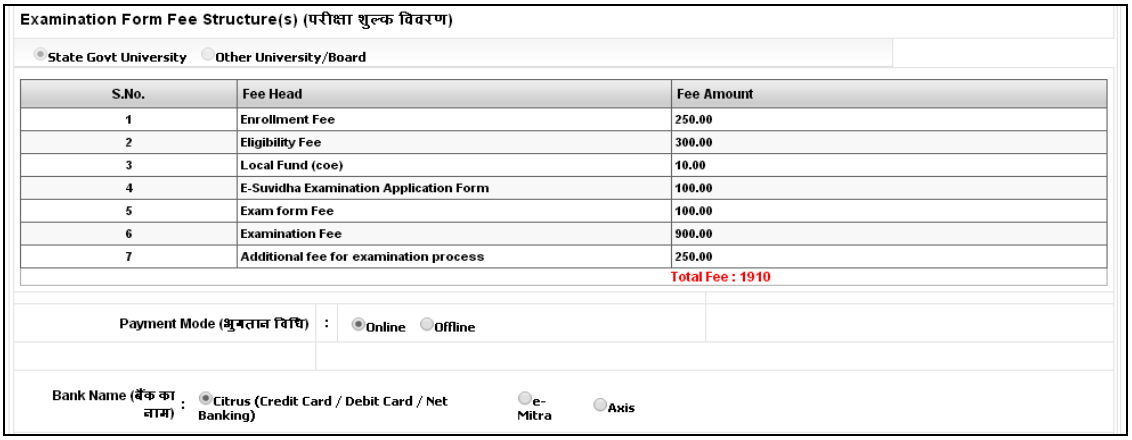
Student can choose maximum two due papers per semester



	S.No.	Subject	Paper Name	Paper Code	Year(Semester)
☐	1	INTRODUCTION TO INFORTMATION TECHNOLOGY	INTRODUCTION TO INFORTMATION TECHNOLOGY	SBCA101	Ist(First Sem)
☐	2	PC SOFTWARE PACKAGES	PC SOFTWARE PACKAGES	SBCA102	Ist(First Sem)
☐	3	BUSINESS DATA PROCESSING	BUSINESS DATA PROCESSING	SBCA103	Ist(First Sem)
☐	4	COMPUTER ORGNIZATION	COMPUTER ORGNIZATION	SBCA104	Ist(First Sem)
☐	5	PRACTICAL -I COMPUTER HARDWARE LAB	PRACTICAL -I COMPUTER HARDWARE LAB	SBCA105	Ist(First Sem)

1. Select **Payment Mode (online/Offline)**

2. Select **Bank Name (Citrus (Credit Card / Debit Card / Net Banking) / e-Mitra / Axis/ HDFC)**


Examination Form Fee Structure(s) (परीक्षा शुल्क विवरण)
State Govt University
Other University/Board
S.No. Fee Head Fee Amount
1 Enrollment Fee 250.00
2 Eligibility Fee 300.00
3 Local Fund (coe) 10.00
4 E-Suvidha Examination Application Form 100.00
5 Exam form Fee 100.00
6 Examination Fee 900.00
7 Additional fee for examination process 250.00
Total Fee : 1910
Payment Mode (भुगतान विधि) :
Online
Offline
Bank Name (बैंक का नाम) :
Citrus (Credit Card / Debit Card / Net Banking)
e-Mitra
Axis

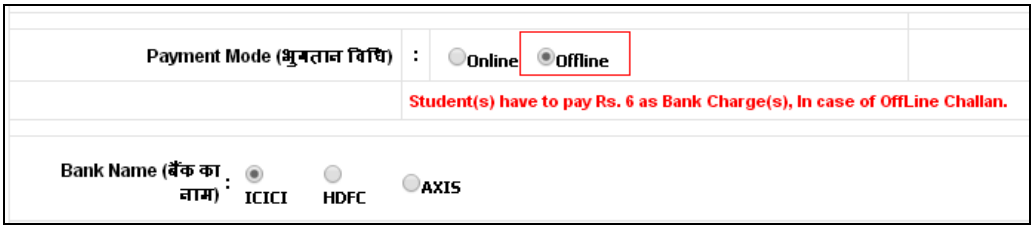
- Online Payment mode - Student will have the following options for making the online payment-
  1. **Citrus** **2. E-Mitra** **3. Axis**

This document is subject to a Non-Disclosure Agreement. It contains confidential and proprietary information and is to be distributed, routed, or made available solely to authorized persons having a need to know. If you are not an authorized person, you are hereby notified that any review, dissemination or copying of this document, or the information contained herein is prohibited.

Select any one -

- Offline Payment mode - Student will have the following options for making the offline payment-
  1. ICICI 2. HDFC 3. AXIS

Select any one -



NOTE – "Pay Now Button पर किल्क करने के पश्चात चालान नम्बर Generate होगा | छात्र वह चालान नम्बर लेकर पास के E-Mitra Centre पर जायें एवं वहां अपनी फीस जमा करायें |अगर छात्र E-Mitra का विकल्प लेता है तो वह छात्र केवल E-Mitra में ही फीस जमा करा सकता है |"

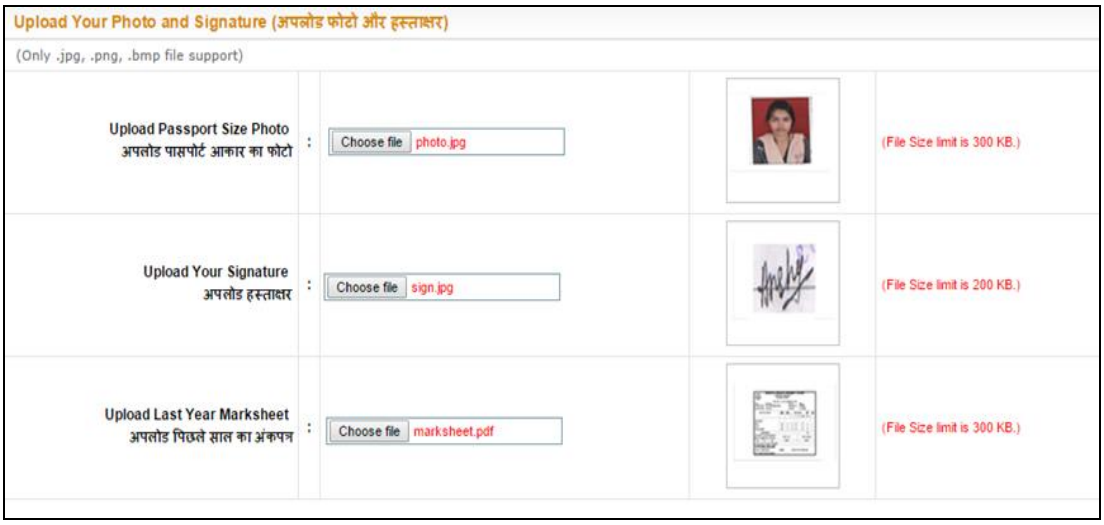
- **Upload Your Photo and Signature:**

1. **Upload Passport Size Photo**: Student can upload his/her photograph by clicking on Choose File button , a pop up window will open through which student will select his/her photo

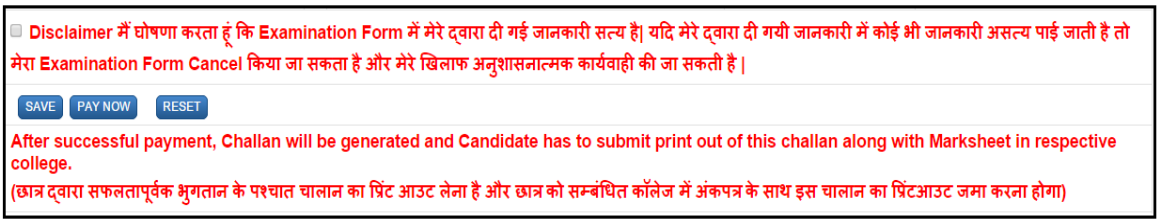
2. **Upload Your Signature:** Student can upload his/her Signature on clicking Choose File button , , a pop up window will open through which student will select his/her sign

3. **Upload Last Year Mark sheet:** Student can upload his/her Mark sheet on clicking Choose File button ,a pop up window will open through which student will select his/her Mark sheet

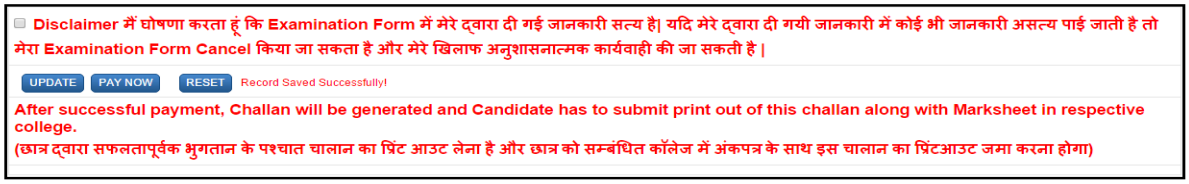
This document is subject to a Non-Disclosure Agreement. It contains confidential and proprietary information and is to be distributed, routed, or made available solely to authorized persons having a need to know. If you are not an authorized person, you are hereby notified that any review, dissemination or copying of this document, or the information contained herein is prohibited.



1. Click on **Save** to save the application.

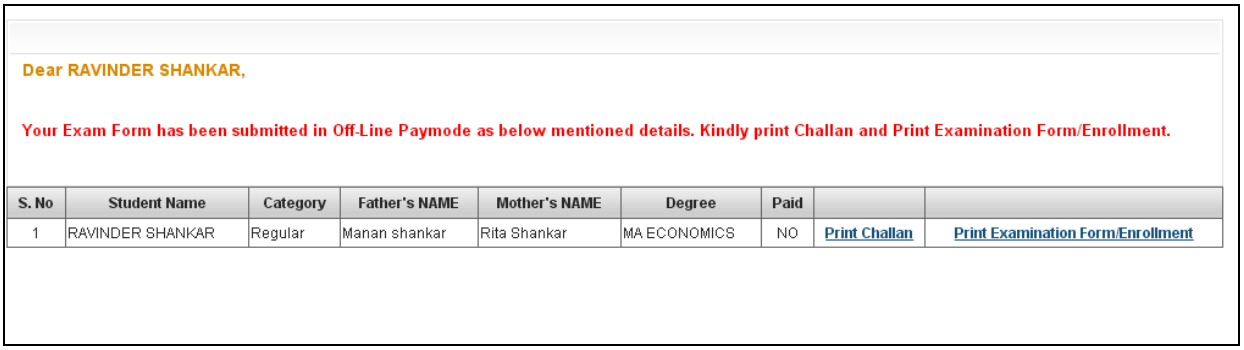

Disclaimer मैं घोषणा करता हूं कि Examination Form में मेरे द्वारा दी गई जानकारी सत्य है| यदि मेरे द्वारा दी गयी जानकारी में कोई भी जानकारी असत्य पाई जाती है तो मेरा Examination Form Cancel किया जा सकता है और मेरे खिलाफ अनुशासनात्मक कार्यवाही की जा सकती है |
SAVE
PAY NOW
RESET
After successful payment, Challan will be generated and Candidate has to submit print out of this challan along with Marksheet in respective college.
(छात्र द्वारा सफलतापूर्वक भुगतान के पश्चात चालान का प्रिंट आउट लेना है और छात्र को सम्बंधित कॉलेज में अंकपत्र के साथ इस चालान का प्रिंटआउट जमा करना होगा)

2. After saving the details student can update their details until he/she has not done the payment.


Disclaimer मैं घोषणा करता हूं कि Examination Form में मेरे द्वारा दी गई जानकारी सत्य है| यदि मेरे द्वारा दी गयी जानकारी में कोई भी जानकारी असत्य पाई जाती है तो मेरा Examination Form Cancel किया जा सकता है और मेरे खिलाफ अनुशासनात्मक कार्यवाही की जा सकती है |
UPDATE
PAY NOW
RESET
Record Saved Successfully!
After successful payment, Challan will be generated and Candidate has to submit print out of this challan along with Marksheet in respective college.
(छात्र द्वारा सफलतापूर्वक भुगतान के पश्चात चालान का प्रिंट आउट लेना है और छात्र को सम्बंधित कॉलेज में अंकपत्र के साथ इस चालान का प्रिंटआउट जमा करना होगा)

This document is subject to a Non-Disclosure Agreement. It contains confidential and proprietary information and is to be distributed, routed, or made available solely to authorized persons having a need to know. If you are not an authorized person, you are hereby notified that any review, dissemination or copying of this document, or the information contained herein is prohibited.

3. Click on Pay Now, to pay online for Examination Form.
   In case of Offline payment, click on Print Challan.



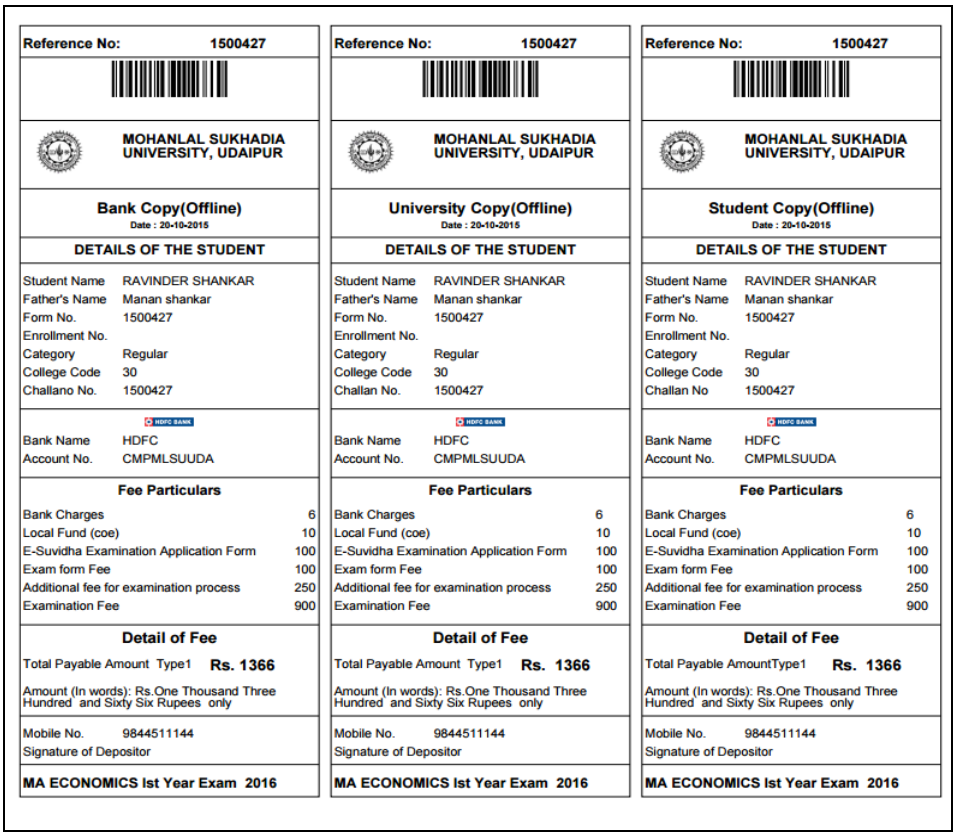
Dear RAVINDER SHANKAR,

Your Exam Form has been submitted in Off-Line Paymode as below mentioned details. Kindly print Challan and Print Examination Form/Enrollment.

S. No	Student Name	Category	Father's NAME	Mother's NAME	Degree	Paid		
1	RAVINDER SHANKAR	Regular	Manan shankar	Rita Shankar	MA ECONOMICS	NO	Print Challan	Print Examination Form/Enrollment

Click on **Print Examination form Enrollment** to download the Examination form
Click on **Print challan** Challan would be download and open for print in following format -

This document is subject to a Non-Disclosure Agreement. It contains confidential and proprietary information and is to be distributed, routed, or made available solely to authorized persons having a need to know. If you are not an authorized person, you are hereby notified that any review, dissemination or copying of this document, or the information contained herein is prohibited.



Reference No:	1500427	Reference No:	1500427	Reference No:	1500427
MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR		MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR		MOHANLAL SUKHADIA UNIVERSITY, UDAIPUR	
Bank Copy(Offline) Date : 20-10-2015		**University Copy(Offline)** Date : 20-10-2015		**Student Copy(Offline)** Date : 20-10-2015	
DETAILS OF THE STUDENT		**DETAILS OF THE STUDENT**		**DETAILS OF THE STUDENT**	
Student Name	RAVINDER SHANKAR	Student Name	RAVINDER SHANKAR	Student Name	RAVINDER SHANKAR
Father's Name	Manan shankar	Father's Name	Manan shankar	Father's Name	Manan shankar
Form No.	1500427	Form No.	1500427	Form No.	1500427
Enrollment No.		Enrollment No.		Enrollment No.	
Category	Regular	Category	Regular	Category	Regular
College Code	30	College Code	30	College Code	30
Challano No.	1500427	Challan No.	1500427	Challan No	1500427
Bank Name	HDFC	Bank Name	HDFC	Bank Name	HDFC
Account No.	CMPMLSUUDA	Account No.	CMPMLSUUDA	Account No.	CMPMLSUUDA
Fee Particulars		**Fee Particulars**		**Fee Particulars**	
Bank Charges	6	Bank Charges	6	Bank Charges	6
Local Fund (coe)	10	Local Fund (coe)	10	Local Fund (coe)	10
E-Suvidha Examination Application Form	100	E-Suvidha Examination Application Form	100	E-Suvidha Examination Application Form	100
Exam form Fee	100	Exam form Fee	100	Exam form Fee	100
Additional fee for examination process	250	Additional fee for examination process	250	Additional fee for examination process	250
Examination Fee	900	Examination Fee	900	Examination Fee	900
Detail of Fee		**Detail of Fee**		**Detail of Fee**	
Total Payable Amount Type1	**Rs. 1366**	Total Payable Amount Type1	**Rs. 1366**	Total Payable AmountType1	**Rs. 1366**
Amount (In words): Rs.One Thousand Three Hundred and Sixty Six Rupees only		Amount (In words): Rs.One Thousand Three Hundred and Sixty Six Rupees only		Amount (In words): Rs.One Thousand Three Hundred and Sixty Six Rupees only	
Mobile No.	9844511144	Mobile No.	9844511144	Mobile No.	9844511144
Signature of Depositor		Signature of Depositor		Signature of Depositor	
MA ECONOMICS Ist Year Exam 2016		**MA ECONOMICS Ist Year Exam 2016**		**MA ECONOMICS Ist Year Exam 2016**	

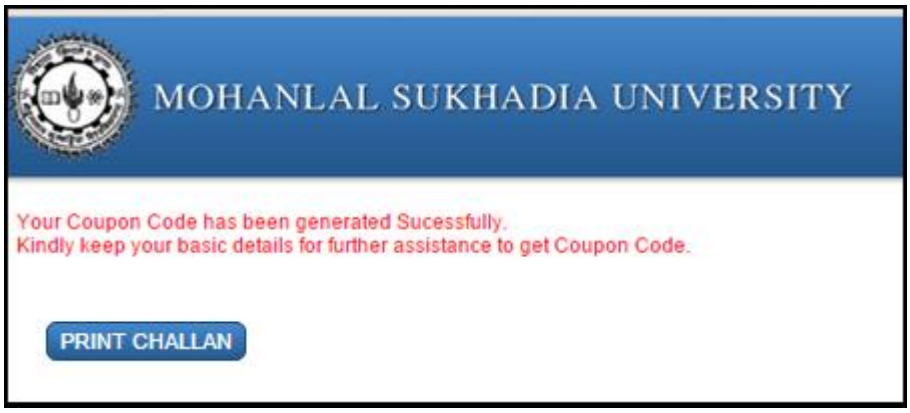
For online payment, Student can select one payment option from following-:

- ✓ **CITRUS Payment mode –** After clicking on SUBMIT button **,**User will redirect to the payment gateway, through which student can pay the fees via net banking, credit card, debit card etc.
- ✓ **Axis Payment Mode -** After clicking on SUBMIT button**,** User will redirect to the axis payment gateway through which User can pay the fees via net banking, credit card, debit card etc.

- ✓ **E mitra Payment mode** – After clicking on SUBMIT button; a Challan No. will be generated and Student have to visit to nearby E mitra Centre for collecting their coupon code.

This document is subject to a Non-Disclosure Agreement. It contains confidential and proprietary information and is to be distributed, routed, or made available solely to authorized persons having a need to know. If you are not an authorized person, you are hereby notified that any review, dissemination or copying of this document, or the information contained herein is prohibited.

For E- Mitra payment option -

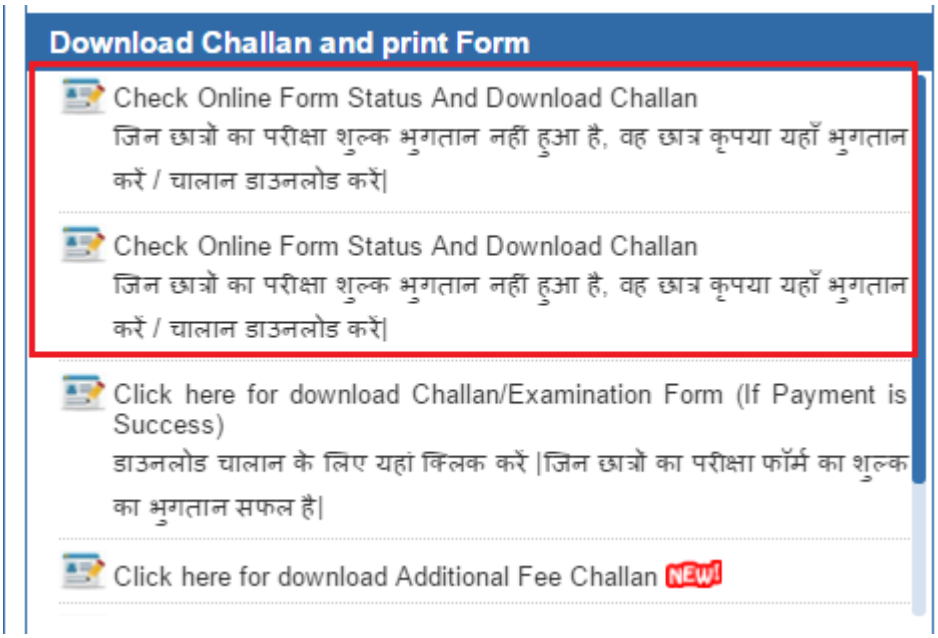

MOHANLAL SUKHADIA UNIVERSITY
Your Coupon Code has been generated Sucessfully.
Kindly keep your basic details for further assistance to get Coupon Code.
PRINT CHALLAN

NOTE: Click on **PRINT CHALLAN** to download their challan form

- Students have to visit to nearby E mitra Centre with downloaded challan form, after confirmation of his/her basic detail he/she will receive a coupon code.
- After taking the coupon code from the E mitra Centre, students have to login **Student portal** OR **check online form status** link to validate his/her form.

NOTE: **Pay Now Button** पर किल्क करने के पश्चात चालान नम्बर **Generate** होगा **|** छात्र वह चालान नम्बर लेकर पास के **E-Mitra Centre** पर जायें एवं वहां अपनी फीस जमा करायें **|**अगर छात्र **E-Mitra** का विकल्प लेता है तो वह छात्र केवल **E-Mitra** में ही फीस जमा करा सकता है **|**

This document is subject to a Non-Disclosure Agreement. It contains confidential and proprietary information and is to be distributed, routed, or made available solely to authorized persons having a need to know. If you are not an authorized person, you are hereby notified that any review, dissemination or copying of this document, or the information contained herein is prohibited.


Download Challan and print Form
Check Online Form Status And Download Challan
जिन छात्रों का परीक्षा शुल्क भुगतान नहीं हुआ है, वह छात्र कृपया यहाँ भुगतान करें / चालान डाउनलोड करें|
Check Online Form Status And Download Challan
जिन छात्रों का परीक्षा शुल्क भुगतान नहीं हुआ है, वह छात्र कृपया यहाँ भुगतान करें / चालान डाउनलोड करें|
Click here for download Challan/Examination Form (If Payment is Success)
डाउनलोड चालान के लिए यहां क्लिक करें |जिन छात्रों का परीक्षा फॉर्म का शुल्क का भुगतान सफल है|
Click here for download Additional Fee Challan NEW!

Student can download their forms and challan from these links.

This document is subject to a Non-Disclosure Agreement. It contains confidential and proprietary information and is to be distributed, routed, or made available solely to authorized persons having a need to know. If you are not an authorized person, you are hereby notified that any review, dissemination or copying of this document, or the information contained herein is prohibited.